THE 2015 - SACRAMENTO
LANDSCAPE
DESIGN • BUILD • MAINTAIN • SUPPLY EXPO

Dear 2015 Landscape Expo – Northern California Exhibitor,

I can't tell you how excited I am about the 2nd year of the Northern California show. Last year, at the San Mateo County Event Center, more than 750 attendees gathered to see over 100 exhibitors and this year for the first time we are at the Sacramento Convention Center!

I would also like to extend a big welcome to the new exhibitors at our show.

The information provided in this manual can help save you time and money.

Please read it carefully and note the important deadlines and show regulations.

To take advantage of the discounted rates the decorator, electrical, and lead retrieval companies are offering, make sure you place any necessary orders early. Don't wait until the day of the show to order your electricity, internet, etc.! We are using the same decorator as the Landscape Expo - Long Beach, which really enables you to save on your exhibiting costs. We also have made a complimentary forklift available* (for the first 15 minutes) for all exhibitors to use.All of the forms, rules and regulations, information for exhibiting, as well as travel and hotel information are included in this Exhibitor Service Manual.

Canopies are NOT allowed at the Sacramento Convention Center unless it has a CA State Fire Marshall seal sewn in the fabric. Each canopy is evaluated and will need pre-approval. Please contact us at 714-979-5276 x142 if you have a canopy.

Please make sure that all staff members coordinating your participation know that the entire Exhibitor Service Manual is available online (www.LandscapeOnline.com) by clicking on the tab labeled, "Exhibitors" then selecting "Info."

Remember to book your hotel early and take advantage of the discounted block rate. Book an extra night to explore and have a little fun in the Sacramento area while you are here.

Please send us a copy of your insurance certificate early, as this is needed before the show for you to participate. We are dedicated to making our second year in Northern California a success and look forward to working with you in the years ahead!

Sincerely,

George Schmok
Producer

*Free forklift use applies to unloading/loading of exhibitor vehicle with exhibitor present.

THE 2015 - SACRAMENTO

LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

EXHIBITOR PERSONNEL REGISTRATION FORM

Thank You for Exhibiting in the 2015 Landscape Expo - Sacramento!

Personnel Registration for The Landscape Expo is Free of Charge.

Please complete this form and fax to **714-434-3862** by October 8th or register online!

Badges will be available for pick up at the Expo

***Company Name:** _____

Representative's First Name	Representative's Last Name	Email

For Additional Questions or Concerns

714-979-5276 ext. 142

tlereg@landscapeonline.com

14771 Plaza Drive, Suite "M" Tustin, CA 92780 · 714-979-5276 ext. 130 · FAX: 714-434-3862

THE 2015 - SACRAMENTO
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Show Dates and Hours

Wednesday, October 21 **9:00 a.m. - 3:00 p.m.**
Thursday, October 22 **9:00 a.m. - 3:00 p.m.**

Move - In Hours:
Tuesday, October 20 8:00 a.m. - 5:00 p.m.

All Exhibits must be complete by 8:00 p.m. on Tuesday, October 20, 2015. If an exhibitor fails to install in its assigned space by that time, LCI reserves the right to take possession of the space and no refund will be provided to the exhibitor.

Move - Out Hours:
Thursday, October 22 3:00 p.m. - 9.00 p.m.

Early teardown is not allowed. All members of the public must be out of the hall before vehicles are allowed to enter for teardown. *All exhibits must be completely removed from the Sacramento Convention Center Complex by 9:00 p.m. Thursday, October 22, 2015. All exhibitor displays or materials left in booths after this time will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor.

Exhibitor Badges:
Please register your booth staff in advance to save time using the Staff Registration Form in this exhibitor manual and fax to: (714) 434-3862.

The exhibit booth staff can pick up their badges at the Exhibitor Registration Counter from 11:00 a.m. - 8:00 p.m. on Tuesday, October 20, 2015 or at 8:00 a.m. on Wednesday, October 21 and Thursday, October 22, 2015.

Important Contact Information:

Decorator:	EZ Rents – (909) 624-1697
Electrical:	STL – (916) 447-5000
Lead Retrieval:	SmartSource – (800) 955-5171
Internet Connection:	Wombo Inc. – (877) 722-4108

Indoor Booth Sizes
Inline 10’ x 10’ and end caps are draped 10’ x 20’ and larger booths are floor marked only.

Parking:
Parking varies, see attached map for parking. Oversized vehicles are $20.00.

Payment Terms/ Cancellation
As stated in your contract, all booths must be paid for before exhibiting. 50% deposit is due upon contract acceptance Balance of payment is due in full by April 30th, 2015. LCI reserves the right to void any exhibit space contracts not paid in full by due date, and reassign the booth space to another exhibitor. All payments are non-refundable.Institute Conditions: Exhibitor agrees that show management reserves the authority to re-assign all exhibit space including the dimensions and locations within the show if deemed necessary. Show management will notify Exhibitor in writing if space assignments need to be changed prior to actual show dates.

Certificate of Insurance
All exhibitors must provide certificate of insurance in order to exhibit.

Seminar Hours:
Wednesday, October 21, 2015
1.5 hour seminars are scheduled between 8:30 a.m. - 2:30 p.m.

Thursday, October 22, 2015
1.5 hour seminars are scheduled between 8:30 a.m. - 2:30 p.m.

Registration Hours:
Registrations for both days are: 8:00 a.m. - 3:00 p.m.

For Additional Questions or Concerns: **Contact:** Event Production (714) 979-5276 Ext.142 tleinfo@landscapeonline.com

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Frequently Asked Questions

Where Can I Find Information Regarding Seminars?

Please visit the Landscape Online website at www.LandscapeOnline.com then click on one of the 2015 Landscape Expo - Sacramento banner ads to be directed to the TLE-SAC information center. Then select the "Educational Programs" button for information regarding seminars.

Is There A Current List of Exhibitors?

Please visit the Landscape Online website at www.LandscapeOnline.com then click on one of the 2015 Landscape Expo - Sacramento banner ads to be directed to the TLE-SAC information center. Then select the "Exhibitors" button and click on "Exhibitor List" for a current list of 2015 exhibitors.

Who Can I Contact For Assistance With My Booth?

All inquiries related to booth setup, (for example, cleaning services, banner hanging or furniture requests) should be directed to the official show decorator:
EZ Rents - (909) 624-1697

If you need electricity, please contact
STL - (916) 447-5000

For Lead Retrieval, please contact
SmartSource - (800) 955-5171

All other questions should be directed to:
(714) 979-5276 Ext. 142

Are Any Discounted Hotel Rates Available?

A special block booking has been arranged at the Sheraton Grand Hotel. This discounted rate will only be available for a limited time. Refer to the Hotel & Travel section of LandscapeOnline.com for additional information.

How do I register for an EXPRESS badge?

Please fill out the Exhibitor Registration Form that is found in the Forms section and fax to (714) 434-3862 or, register online!

Can I get on the Internet at the show?

You can order your own Internet connection for your booth, but do this before the early bird deadline date.
Wombo Inc.- (877) 722-4108

Can I use the same email address to register everyone for my company?

No. It is preferable to use a separate email address for each person, as that way you will get your own confirmation that you have been registered.

If I bring my family to Sacramento, what is there to do in the area?

Sacramento is the capital of California, and there are so many diverse experiences to enjoy for all ages. History buffs can visit the California State Capital, (free escorted tour) take a tour through the gorgeous State Capital. Check out Crocker Art Museum and Sutters Fort. For additional information go to:
www.visitsacramento.com/landscapeexpo

Move in and out procedures and large exhibits/vehicles

If you have a large exhibit/vehicle, please fill out the necessary form in the Forms section. We have to be able to plan to get the larger equipment/vehicles in the show first, before the other smaller exhibits arrive, otherwise we will have to dismantle booths to fit you in.

For Additional Questions or Concerns:
Contact: Amy Deane, Event Production
(714) 979-5276 Ext.142
tleinfo@landscapeonline.com

Certificate of Insurance:

Exhibitors must maintain Commercial General Liability and Blanket Contractual Liability insurance. The limits for bodily injury and property damage combined shall be at least $1,000,000. Certificates of insurance stating such limits shall also provide the policy may not be cancelled without 15 days advance written notice to LCI. All property of the Exhibitor is understood to remain in its custody and control in transit to or from the confines of the exhibit hall, subject to the Official Rules and Regulations on Exhibit Space Contract ***Expo and/or Institute Exhibiting companies must provide certificates of insurance evidencing the required insurance coverage.*** This coverage must be in effect September 29 through October 22, 2015 for the Expo.

LCI must be named as an additional insured on certificate. These certificates must be provided to LCI prior to exhibiting at the event. **Failure to provide said certificates will cause the exhibitor to be prevented from exhibiting at the event and said exhibitor shall forfeit all monies paid for said event.**

The following information must be provided to LCI BEFORE you exhibit. Please either fax your certificate to 714-979-3543, email to tleinfo@landscapeonline.com or mail a copy to LCI, 14771 Plaza Drive, Suite M, Tustin, CA 92780.
Please see example of the Certificate of Liability below.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YYYY): Date

PRODUCER Phone # — FAX Number
Insurance Agency
Address
City, State, Zip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Vendor / Exhibitor
Address
City, State, Zip

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Insurance Carrier	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC	ABC123	Date	Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
B		AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	ABC123	Date	Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	ABC123	Date	Date	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Location: Sacramento Convention Center Complex
Certificate Holder: Landscape Communications, Inc. (LCI) is named as additional insured
14771 Plaza Drive, Suite M
Tustin, CA 92780

CERTIFICATE HOLDER

Landscape Communications, Inc. (LCI)
14771 Plaza Drive, Suite M
Tustin, CA 92780

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
John Doe — *John Doe*

ACORD 25 (2001/08) — ©ACORD CORPORATION 1988

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As a standard requirement of all show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 in aggregate. Please see previous page to see a sample of wording and requirements.

If you do not have this coverage in place, we have made arrangements for exhibitors to acquire this coverage at significant savings by purchasing as part of a group. ***Please click the link below to complete a short questionnaire and you can obtain this coverage for $65 plus tax.***

https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=8qZoKCMw8jY$

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be able to move-in/exhibit without submitting verification of insurance coverage.

Please feel free to contact us with any questions.

Thank you for participating in this year's Landscape Expo!

SEE YOU AT THE EXPO!

Sincerely,
Event Production
The Landscape Expo – Sacramento (TLE-SAC)

LANDSCAPE COMMUNICATIONS INC
Integrated Media For Landscape Developement Professionals

Landscape Communications, Inc.
14771 Plaza Drive, Suite M
Tustin, CA 92780
714-979-5276 (ph) x142
714-979-3543 (fx)

Exhibitors Information Packet

THE 2015 - SACRAMENTO

LANDSCAPE

DESIGN • BUILD • MAINTAIN • SUPPLY EXPO

Sacramento Convention Center Complex
October 21st & 22nd , 2015

SHOW HOURS: October 21st, 2015 9:00am – 3:00pm / October 22nd, 2015 9:00am – 3:00pm

EXHIBITOR MOVE-IN: October 20th, 2015 8:00am – 5:00pm

EXHIBITOR MOVE- OUT: October 22nd, 2015 3:00pm – 9:00pm

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: October 22nd , 2015 at 9:00PM

YOUR BOOTH SPACE INCLUDES:
8' Black and White Backwall Drape
3' Black & Ivory Siderail Drape
Complimentary 15 Minute Forklift During Load In
Complimentary 15 Minute Forklift During Load Out

Complimentary 15 Minute Forklift Will Be Provided During Load In and Load Out. You must **BE PRESENT** to receive this service or you will be charged drayage (see material handling form below). If you are not paying drayage fees, any pallets left on show floor will be charged a storage fee of $20 per skid.

PLEASE NOTE DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES:
October 8th, 2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

A Message from the Decorator

E Z Expo Services has been selected as The Official Service/Drayage contractor for the **2015 Landscape Expo - Sacramento** being held at the **Sacramento Convention Center Complex on Oct. 21-22, 2015.** We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to contact us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment MUST be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**, the deadline for discount pricing is: **October 8th, 2015**.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention center can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

The Staff at
E Z Expo Services

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Frequently Asked Questions

MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
    1. Advance & Direct Shipments
    2. Proper labeling for Advance and Direct Shipments
    3. Dates & Times
    4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
    5. Direct shipments will be delivered to your booth when they are received.

- ***Please refer to the front page for move in dates & times***
    1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
    2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
    1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
    2. Have your driver check in at the check- in area
    3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk

- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
    1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area.
    2. You will receive your outbound paperwork once you are at the loading dock ready for loading.
    3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

- ***For Exhibitors with Company or Rented Trucks:***
    1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out.
    2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed.
    3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: October 22nd, 2015 by 9:00PM

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.
No vehicles will be allowed to drive into buildings without prior permission from Show Management.

PAYMENT POLICY FORM

Must be included with all orders.

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City / State / Zip: _____

Phone # _____Fax # _____

- **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment must be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLE-SACD AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed $_____ Amount to be charged to Credit Card $_____

If paying by Check, please fill out the following information:

Check Number: _____ Drivers License Number:_____

Address: _____

City: _____ State: _____ Zip Code: _____

If paying by Credit Card, please provide the following information:

Credit Card Number: _____

Please Check: ___AMERICAN EXPRESS ___MASTERCARD ___VISA CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature:_____

Cardholders ***Billing*** Address: _____

City: _____ State: _____ Zip Code: _____

FURNITURE RENTAL ORDER FORM

Deadline for discount: 09-22-2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total		
4 ft. undraped table	$25.00	$35.00	_____	_____	___ Black	___ Red
6 ft. undraped table	$35.00	$45.00	_____	_____		
8 ft. undraped table	$45.00	$55.00	_____	_____	___ Blue	___ White
4 ft. draped table	$65.00	$85.00	_____	_____		
6 ft. draped table	$75.00	$95.00	_____	_____		
8 ft. draped table	$85.00	$105.00	_____	_____		
4th sided table skirt	$20.00	$25.00	_____	_____		
4 ft. undraped counter table	$35.00	$45.00	_____	_____		
6 ft. undraped counter table	$45.00	$55.00	_____	_____	Price includes top covered in white	
8 ft. undraped counter table	$55.00	$65.00	_____	_____	plastic and 3 sides draped	
4 ft. draped counter table	$75.00	$95.00	_____	_____		
6 ft. draped counter table	$85.00	$105.00	_____	_____	Tables: 30” W x 30” H	
8 ft. draped counter table	$95.00	$115.00	_____	_____	Counter Tables: 30” W x 42” H	
4th side counter skirt	$30.00	$35.00	_____	_____		
Cocktail undraped round table	$85.00	$125.00	_____	_____		
Cocktail draped round table	$125.00	$150.00	_____	_____	Color of linen _____	
Chairs						
Black bar stool	$30.00	$45.00	_____	_____		
Padded Arm Chair	$35.00	$50.00	_____	_____		
Folding Chair	$8.00	$12.00	_____	_____		
Padded Counter Stool	$40.00	$55.00	_____	_____		

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft. high)	$3.00 per foot	$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22” x 28” x 5H)	$30.00	$45.00	_____	_____
Crossbar / Spreader	$15.00	$20.00	_____	_____
Display Case	$130.00	$165.00	_____	_____
Easel	$25.00	$35.00	_____	_____
Glass Bowl	$15.00	$20.00	_____	_____
Garment Rack (5’ H x 5’ H)	$35.00	$50.00	_____	_____
Peg Board (4’ x 8’ Vertical / Horizontal)	$85.00	$125.00	_____	_____
Stanchions with 8 ft. chain	$25.00	$40.00	_____	_____
Side Rail Drape (3 ft. high)	$2.00 per foot	$4.00 per foot	_____	_____
Tack Board (4’ x 8’)	$85.00	$125.00	_____	_____
Ticket Tumbler (Large 21”w x 15”R)	$25.00	$50.00	_____	_____
Upright with Base	$10.00	$15.00	_____	_____
Wastebasket	$8.00	$12.00	_____	_____

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs. Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM $_____

_____ Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: 10-08-2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	$90.00	$125.00	$ _____	
9 x 20 Ft.	_____	$145.00	$180.00	$ _____	___Blue
9 x 30 Ft.	_____	$195.00	$230.00	$ _____	___Black
9 x 40 Ft.	_____	$255.00	$300.00	$ _____	___Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

	Discount	Floor	Total
Complete Area Size _____ x _____ = _____Sq. Ft. @	$1.50 /	$2.00 =	$_____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	$0.75	$1.05	$ _____
Additional Taping _____Linear ft. @	$1.00	$1.25	$ _____
Plastic Covering _____ ft. x _____ ft. =_____ Sq. ft. @	$0.75	$1.00	$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER $ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CLEANING SERVICE ORDER FORM

Deadline for discount: 10-08-2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

VACUUM BOOTH CARPET

DISCOUNT $0.21 / **FLOOR** $0.24

Exhibit Space:_____ ft. x_____ft. (100 sq. ft. minimum) x _____per sq. ft. x _____days = $_____

All rental carpets ordered from E Z Expo Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

PORTER SERVICE

DISCOUNT $0 .41 / **FLOOR** $0 .48

Regular Hours: 8:00 am – 4:30 pm	$25.00 x _____Hours	$29.00 x _____Hours = _____
Overtime Hours: After 4:30 pm	$37.00 x _____Hours	$41.00 x _____Hours = _____
Overtime Hours: Saturday & Sunday	$37.00 x _____Hours	$41.00 x _____Hours = _____

Total $ _____

- Please specify times & days / Minimum of four hours daily

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

SUBTOTAL FOR CLEANING SERVICE ORDER FORM $_____

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.

MATERIAL HANDLING ORDER FORM

Note Deadline Dates & Times 10-08-2015 - 4:00pm

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS**. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.**

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	$75.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans	Showsite	$75.00 per load
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. **Max weight per shipment is 25 lbs**	Advance Warehouse Showsite	$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.

- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of $40.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

PLEASE SPECIFY ADVANCE WAREHOUSE OR CONVENTON SITE ON ORDER FORM:

SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth # **2015 Sacramento- Landscape Expo** C/O E Z Expo Services YRC Freight 3210 52nd Ave Sacramento, CA 95814 **ARRIVAL DATES:** **09-20 thru 10-16 -2015** 30 days prior to last day accepted M – F 8:00 am – 3:00 pm Closed for Lunch 12pm – 1:00pm Last day accepted: **Oct. 16, 2015**	Your Company Name Booth # **2015 Sacramento - Landscape Expo** C/O E Z Expo Services Sacramento Convention Center 1401 K Street. Sacramento, CA 95814 **ARRIVAL DATES:** Day(s) accepted: Oct. 19th & 20th 2015 8:00am –3:00pm

ESTIMATED CHARGES FOR MATERIAL HANDLING:

_____LBS. x _____PER CWT .= $_____

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy

MATERIAL AUTHORIZATION FORM

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.

   a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.

   b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup

6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name:_____ Booth #(s):_____

Address:_____State: _____ Zip: _____

Telephone: ( ) _____ Fax: ( ) _____ Date:_____

Authorized by: _____ Signature: _____
Please Print

MATERIAL HANDLING INFORMATION SHEET

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo"s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of $50.00 per item or $1,000 per shipment whichever is less.

E Z Expo shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.

IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM

Deadline for discount: 10-08-2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name_____ Booth # _____

Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. ***If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.***

Hourly Rate Times		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	$100.00	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$130.00	$108.00

• 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

The minimum charge for labor is one (l) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need:	**Date**	**Time (AM) (PM)**	**No. of Fork Lift Crews**	**No. of Extra Workers**
____Installation	_____	_____	_____	_____
____Dismantling	_____	_____	_____	_____

*Allow time for return of empty containers

Describe work to be done:_____
_____

Calculation of Order

Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker = _____ Total Estimated Hours
Total Estimated Hours x Rate(s) = _____ Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form

EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

Deadline for discount: 10-08-2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

SUPERVISION SERVICES _--- Indicate Service Desired
E Z Expo Services SUPERVISED (Exhibitor does not need to be present)
E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.

A 25% ($25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

EXHIBITOR SUPERVISED --- (Wait for Exhibitor)
Exhibitor will supervise:

- **Installation**
  Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____
- **Dismantle**
  Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

DISPLAY LABOR RATES: TIMES: HOURLY RATES:

Straight	8:00AM to 4:30PM weekdays	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$108.00

The minimum charge for labor is one (l) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number or workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____	_____	_____	_____	$_____
Dismantling	_____	_____	_____	_____	$_____
			Total of all items ordered		$_____
			Add 25% ($25.00min.) for EZ Supervised labor		$_____
			Total		$_____

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form

Outbound Material Handling

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

Please fill out Outbound Shipping Information below.

Ship To:

_____
_____
_____

Exhibitor's Carrier:_____

The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.

Date _____ **Time** _____

Please fill in the date and time that you have scheduled your carrier to pick up your shipment.

IMPORTANT

ALL FREIGHT *MUST* BE PICKED UP BY **9:00 PM** ON **OCTOBER 22nd, 2015** OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

HANGING SIGN ORDER FORM

Deadline for discount: 10-08-2015

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name_____ Booth # _____

GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

Rates for Sign Hanging

Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)	**$300.00 per Crew Hour**
Overtime (Before 8:00AM and after 4:30PM and weekends)	**$395.00 per Crew Hour**

JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)	**$370.00 per Crew Hour**
Overtime (Before 8:00AM and after 4:30PM and weekends)	**$470.00 per Crew Hour**

Does the Sign Require Assembly? YES NO

	No. of Workers X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____	_____	_____	_____	$_____
Dismantling	_____	_____	_____	_____	$_____
			Total of all items ordered		$_____
			Add 25% ($25.00min.) for EZ Supervised labor		$_____
			Total		$_____

Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. ***Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.***

NAME OF SUPERVISION_____

Day_____ **Date**_____ **Time**_____

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) $ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.

- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.

- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

CORPORATE STAGING & EVENTS

Exclusive A-V Provider
At the Sacramento Convention Center Complex
www.corporate-staging.com
877-789-SHOW

THE 2015 - SACRAMENTO LANDSCAPE EXPO

EXHIBITOR AUDIO VISUAL FORM

SACRAMENTO CONVENTION CENTER
October 21-22, 2015

NOTE: All pricing below is for the 2015 Landscape Expo. Rates are for THE DURATION OF SHOW, NOT PER DAY.

***PRE-SHOW RATES** **All orders must be received no later than 14 Days Prior to the "Set By Date & Time" listed below in order to guarantee equipment and pre-show rates.**

AUDIO

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	Powered PA Speaker on stand (*w/ 1-wired mic & 4 Ch. Audio Mixer*)	$405.00	**$486.00**	
	Additional Powered PA Speaker on stand (booths larger than 10x10)	$178.50	**$214.20**	
	Wired Handheld or Lavaliere Mic	$75.00	**$90.00**	
	Wireless Handheld or Lavaliere Mic	$375.00	**$450.00**	
	Wireless Headset Mic (*Countryman Style*)	$540.00	**$648.00**	
	CD Player	$150.00	**$180.00**	
	PC Audio Adapter (1/8" Mini headset jack)	$105.00	**$126.00**	
	External Bookshelf Powered Speakers	$135.00	**$162.00**	
	Bullhorn Portable P.A.	$300.00	**$360.00**	

VIDEO

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	DVD Player	$195.00	**$234.00**	
	26" Flat Screen, DVD Player, on 54" Draped Cart Pkg.	$804.00	**$964.80**	
	Playback PC Show Laptop w/Mini PC Audio Adapter - (See Audio for External Speakers)	$444.00	**$532.80**	
	Apple MacBook Pro Show Laptop w/Mini PC Audio Adapter - (See Audio for External Speakers)	$804.00	**$964.80**	
	iPad With iPad Stand/Kiosk	$675.00	**$810.00**	
	Consumer Style Camcorder	$840.00	**$1,008.00**	

PRESENTATION SUPPORT

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	6' Tripod Screen & 3,000 Lumen Projector Pkg. (Price is the same with or without projector).	$900.00	**$1,080.00**	
	7' or 8' Tripod Screen & 5,200 Lumen Projector Pkg. (Price is the same with or without projector).	$1,404.00	**$1,684.80**	
	Flip Chart Easel, Pad & Pens Pkg.	$105.00	**$126.00**	
	Sign Easel (for foam core signs or framed artwork, NOT Flipcharts)	$30.00	**$36.00**	
	34" or 54" Cart / Stand	$135.00	**$162.00**	
	Wireless USB PowerPoint Remote	$157.50	**$189.00**	

DATA & MULTISYNC DISPLAY

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	Dual Post Stand For Plasmas (All monitors below come with feet unless this stand is ordered).	$262.50	**$315.00**	
	Laptop or DVD Player Shelf for Dual Post Stands Above	$157.50	**$189.00**	
	20" Flat Screen Display (Computer Only)	$420.00	**$504.00**	
	26" Flat Screen Display	$472.50	**$567.00**	
	32" Multi-Sync Flat Panel Monitor	$630.00	**$756.00**	
	42" Multi-Sync Flat Panel Monitor	$945.00	**$1,134.00**	
	50" Multi-Sync Plasma Monitor	$1,155.00	**$1,386.00**	
	60" Multi-Sync Plasma Monitor	$1,680.00	**$2,016.00**	
	8,000 Lumen DLP Projector	$2,100.00	**$2,520.00**	
	12,000 Lumen HD-SDI Input Projector	$3,885.00	**$4,662.00**	

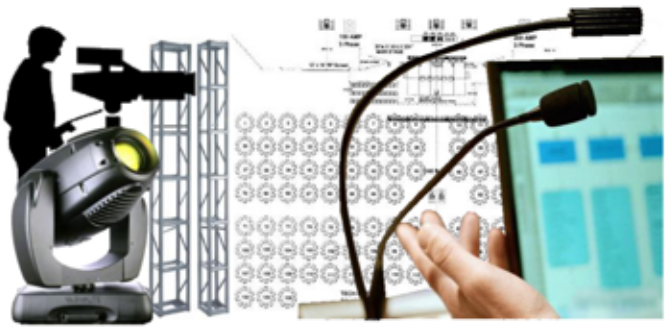
COMPUTERS

Playback Show Laptops Listed Under Video. For Internet Connected Computer rentals at the Sacramento Convention Center, please contact the venue's exclusive telecommunications provider, Wombo Incorporated at:

916-492-9710

OR

sac-info@wombo.com



EVENT PRODUCTION AND CONFERENCE MANAGEMENT

Corporate Staging & Events is a full service live event production company. We specialize in conferences, conventions, and the management of live corporate events. CSE has a reputation for excellence in production quality Audio, Lighting, Video, Scenic Staging, and Content Management. This form was designed in order to assist the attendees of events which contain an exhibition element. If you require services not listed on this menu of most frequently requested exhibitor items, or your needs are more complex, please call us at the number below and one of our project managers will be happy to consult with you and generate a custom order. We Are At Your Service!

www.corporate-staging.com

877-789-SHOW

ALL ORDERS MUST BE PREPAID. PLEASE SEE PAGE 2 FOR ORDERING AND PAYMENT INFORMATION

© May. 1, 2014 Corporate Staging Events all rights reserved.

Confidential

INSTRUCTIONS:

Please fill in the information below, sign your order, and fax it to the number listed below. Please remember to call to verify your order was received!

CONTACT INFORMATION

Ordered By | Phone

Show or Event And Exhibitor/ Booth Name

BILLING ADDRESS - REQUIRED FOR ALL ORDERS

* No orders will be processed without a specific "Set-By" OR "Removal" **Time AND Date**

Street Address & Building or Suite

City | State | zip code

( ) Phone | ( ) Fax

Email Address

Booth Number | Room or Hall

10/21/2014 8:00AM SET BY (Date & Time) * **BOTH REQUIRED** | 10/22/2014 3:00PM REMOVAL (Date & Time) * **BOTH REQUIRED**

On Site Contact Name | On Site Contact Cell Phone number

METHOD OF PAYMENT

☐ Company Check++
REQUIRES GUARANTEE CREDIT CARD

☐ MasterCard

☐ Visa

☐ AMEX

Equipment Total:

+ ** Delivery Fee: $110.00

*****GRAND TOTAL:** $ -

Remember to Verify Pre-Show (*14 Day Prior*) OR On Site Rates when calculating totals.

Credit Card Number

Card Expiration Date | Card Security Code (CVV2 or CID)

Name on Card (please print)

X Signature of Cardholder

** Delivery fee includes: Standard delivery, installation, and removal at the anchor venue for the show named above. Additional charges may apply for custom installations, mounting monitors to walls/sets, or deliveries to other venues than the event's anchor venue. Rental and labor costs guarantee equipment to be set 1 hour prior to doors opening. Additional charges may apply for earlier set-ups.

*** 72 hour prior cancellation required to avoid charges. Cancellations must be confirmed by an authorized Corporate Staging and Events Account Manager.

++ Payable to: ***Corporate Staging & Events***
1030 15th Street, Suite 100
SACRAMENTO, CA 95814
COMPANY CHECKS REQUIRE A CREDIT CARD NUMBER FOR GUARANTEE!

FAX PAYMENT INFORMATION & FORM TO:

Fax (916) 379-5285

Please Call at* 877-789-SHOW *to verify that we have received your fax!

X Above signature indicates acceptance of responsibility for any loss, damage, or theft up to and including the full replacement value of the rented equipment and any freight or labor charges associated with the replacement cost. A full copy of our standard terms and policies will be sent on your invoice order coversheet once this form is received and processed. This custom price schedule is intended for use only by registered attendees of the event named above and the party named under "Billing Address." Corporate Staging & Events seeks to protect our customers' confidential information, and moreover strictly **FORBIDS THE DISTRIBUTION OF THE ENCLOSED TRADE SECRET PRICING INFORMATION TO POTENTIAL COMPETITORS**. Failure to adhere to this legal privacy policy will be subject to prosecution under the fullest extent of the law. All information contained herein, including but not limited to pricing, graphic data, and intellectual property is exclusively the property of Corporate Staging & Events. Duplication, distribution, dissemination, or alteration of the aforementioned information by any party is herby prohibited without the expressed written consent of an authorized Corporate Staging & Events officer. © 2014 Corporate Staging & Events All Rights Reserved.

CORPORATE STAGING & EVENTS
www.corporate-staging.com
877-789-SHOW

Form Updated:

Wednesday, July 15, 2015

For questions. Please call us at: 877-789-SHOW

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Confidential

Telecommunications, Internet & Equipment Rental Order Form
2015 Q2 Calendar Year Edition (April 2015)

Please complete this Order Form and fax back to 1.877.996.6846
Questions? Please contact our office at 1.877.722.4108

Event: _____ Date(s): _____ Booth/Rm# _____

Company Name/Address: _____

City/State/Zip(Country): _____ Fax: _____

(On Site) Contact: _____ Phone: _____ Email: _____

COMMUNICATIONS SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
Standard Phone Line- *Includes a non-refundable $25 Toll/Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate Use:* ☐ *Calls* ☐ *Credit Card Machine* ☐ Both		$200	$250	
Phone Instruments & System Features • **Single Line Phone Handset** • **Polycom Full Duplex Conference Phone**		_____ _____	$25 $125	
2-Way Radio *(Multi-Channel Private Party Radio, Includes 1 Radio and Charging Accessory.*		_____	$45	
SHARED HIGH-SPEED INTERNET SERVICES	**QTY**	**ADVANCED (14 DAYS)**	**STANDARD**	**TOTAL**
Wired Shared High- Speed Internet Connection ***(Hard Line)*** *(1) Wired 1.5Mbps Burstable, 10 Mbps Shared Internet Connection.* ***NO SERVERS, ROUTERS, OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS***		$656	$820	
Wireless Shared High-Speed Internet Connection *(1) Wireless 512 Kbps burstable. 3Mbps Shared Internet Connection* ***NO SERVERS, ROUTERS, OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS***		$400	$500	
Additional Wired –or- Wireless Shared High-Speed Internet Connection *Existing Shared Internet Connection orders only!* *(1) Internet connection* *(10) Additional connections MAX may be added, switch and cable package required.*		_____	$150	
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. Customer(s) who attempt to set up their own wireless system can interfere with the Wombo, Inc. Wireless Network. Required settings include: Pass protection via WPA/WPA2 encryption enabled, transmit on Channel 11, and lowest power setting. All Customers showcasing their wireless products must contact support@wombo.com 14 days prior to the show move-in so that we can plan an interoperating network without interference and issue a Network Pass. Misuse of any wireless service may result in service interruption to yourself or other Customers. **No service refunds will be given.**				
PRIVATE BANDWITH INTERNET SERVICES	**QTY**	**ADVANCED (14 DAYS)**	**STANDARD**	**TOTAL**
Group Wi-Fi Access Available (*Dedicated Internet Connection Required*)			***Call for Pricing & Quote***	
3Mbps Dedicated High-Speed Internet Connection *(1)Private Wired 3.0Mbps Synchronous Internet Drop* ** Switch & Cable Package required**		$2,760	$3,450	
6Mbps Dedicated High-Speed Internet Connection *(1)Private Wired 6.0Mbps Synchronous Internet Drop.* **Switch & Cable Package required**		$4,680	$5,850	
10Mbps Dedicated High-Speed Internet Connection *(1)Private Wired 10.0Mbps Synchronous Internet Drop* ** Switch & Cable Package required**		$6,280	$7,850	
20Mbps up to 200Mbps Dedicated Networks Available			***Call for Pricing & Quote***	
VLAN Connection *(Additional locations/drops for dedicated lines require a VLAN)*		----------	$1,500	
8 Port Switch and Cable Package		----------	$125	
24 Port Switch and Cable Package		----------	$175	
50' of Cat5 Ethernet Cable		----------	$50	

SPECIAL SERVICES	QTY	ADVANCED (14 DAYS)	**STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Credit: • **Extension of 3rd Party Lines from Demark** • **Fiber Runs & Cross Connects**		----------	CALL FOR PRICING	
COMPUTERS-TABLETS	**QTY**	**ADVANCED (14 DAYS)**	****STANDARD**	**TOTAL**
Computer Combination Package *(1-computer, 1-20" monitor, 1- keyboard and mouse)*		----------	$185	
Laptop Computer *(call for processor and memory specs)*		----------	$125	
Computer Monitors		***Call for Discount Pricing & Quote***		
Audiovisual Monitors		***Please contact Corporate Staging and Events***		
Apple iPad 16GB			$150	
Locking iPad Kiosk *(Freestanding kiosk with locking enclosure, does not include iPad)*			$185	
Microsoft Office 2010 *(Includes Word, Excel, Powerpoint, Access, & Outlook)*		***Included***		
Cybercafé *(5 or more Internet devices)*		***Call for Discount Pricing & Quote***		
FAXES-PRINTERS-COPIERS	**QTY**	**ADVANCED (14 DAYS)**	****STANDARD**	**TOTAL**
Network Laser Printer		----------	$100	
All-In-One Duplex Laser Printer/Fax/Copy/Scanner		----------	$150	
Professional Office Copier		***Call for Pricing & Quote***		
MISCELLANEOUS	**QTY**	**ADVANCED (14 DAYS)**	****STANDARD**	**TOTAL**
Keyboard & Mouse		----------	$25	
Speakers		----------	$35	
AC Power Strip		----------	$15	
10' VGA Cable		----------	$15	
10' RCA to 1/8" Headphone Jack		----------	$15	
Labor Rate *Wired/Wireless Shared High-Speed Internet, Dedicated High Speed Internet Connection orders and Event/Show orders are all minimum 1 hour labor.*		----------	$125/hr (1 hr minimum)	
Expedite Fee *All orders placed less than 3 business days prior to show move in date*	-----	----------	$100	
			8.5% Sales Tax (Equipment Only)	
			Add $85 Delivery (Equipment Only)	
			GRAND TOTAL	

***ADVANCED RATE:** ALL ORDERS PLACED 14 DAYS PRIOR TP EVENT MOVE-IN DATE.
****RENTAL SERVICES:** PRICING IS PER DAY CHARGE FOR ALL RENTAL EQUIPMENT.
DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!
CALL TODAY FOR GROUP RATE DISCOUNTING!!!

****ALL orders received **3 business days** or less before the event start date will be charged an additional $100****

Please complete this contract and fax back to **1.877.996.6846.**

Should you have any questions about our services please call **1.877.722.4108**

TERMS AND CONDITIONS

WIRELESS DECLARATION

1. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled.
2. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. Any device not on channel 11 may experience interference and will not operate properly as a result. To reduce interference from wireless signals, a lower power output of 40 mW (16dBm) is requested.
3. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.

TELECOMMUNICATIONS AND INTERNET SERVICES:

4. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High-Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show**.
5. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier), Long Distance Carriers or ISP (Internet Service Providers).
6. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
7. Only Wombo personnel are authorized to modify system wiring or cabling.
8. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges maybe incurred for misuse or loss of equipment.
9. All equipment rented from Wombo, Inc. must be returned at the end of the event to Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

EQUIPMENT RENTALS:

10. All Rental Orders are based on availability at time of order.
11. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
12. Only Wombo personnel are authorized to modify equipment.
13. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
14. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a $75 fee for troubleshooting customer installed software.
15. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
16. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

17. Please provide all information requested on the form for speedy processing of your order.
18. An Onsite contact MUST be given to receive your items on show site.
19. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
20. Facility cannot be held liable for services provided by Wombo, Inc.
21. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
22. Any long distance charges for phone or ISDN services will be billed separately.
23. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.

PAYMENT TERMS:

24. Full payment is DUE upon receipt of invoice unless otherwise stated. All past due invoices will be subject to a **1.5% monthly penalty fee** until paid in full.
25. Credit will not be given for service installed and not used.
26. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
27. There will be a $30.00 service charge for returned checks.
28. There is a expedite fee of $100 if services are ordered within **3 business days** for event start date.
29. All Wire Transfers must include Bank Transfer Fee of $45.00
30. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

31. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
32. A $150 cancellation fee applies to all processed orders under $1,500. All processed orders exceeding $1,500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
33. Refunds will be processed within **30 days** of show closing.
34. No credits will be issued after delivery or attempted delivery of rented equipment.

PAYMENT INFORMATION: **Please note that per Wombo Inc., Terms & Conditions all charges are due in full upon the client receiving an invoice. Services and/ or equipment can only be installed after payment is received.**

***Please mark your method of payment:** ☐ **Company Check** ☐ **Purchase Order** ☐ **Credit Card (See credit card authorization form)**

Accounts Receivable Contact: _____ **Phone:** _____

E-mail Contact: _____ **Fax :** _____

Company: _____

Billing Address: _____

Signature: _____ **Date:** _____/ _____/ _____

- ***Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: support@wombo.com***
- ***Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071***

By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed direct.

(Federal Tax ID # 77-0485659)

1030 15th Street, Suite 100
Sacramento, CA 95814
916.492.9710 main
1877.722.4108 toll free
1877.996.6846 fax

This form authorizes Wombo, Inc. to charge the credit card account listed below

Please Complete in PRINT and fax back to: 1877.996.6846

Credit Card Information

Credit Card Type: ☐ VISA ☐ MASTER CARD ☐ AMEX ☐ DISCOVER

Card Number: ☐ FIRST DIGIT ☐ LAST FOUR DIGIT

Expiration Date:

Name on Card:

Credit Card Billing Address (where you receive your credit card statements):

Street:

City, State, Zip Code:

I hereby authorize WOMBO INC. to charge the credit card identified above for invoice .

AUTHORIZATION:

I also understand that if there is **ANY** dispute or dissatisfaction regarding the services & rentals, including fees paid by **Wombo Inc.** to others, that said dispute shall be taken up DIRECTLY with **Wombo Inc.** I agree that I will NOT request a charge back or credit to my credit card in connection with any charge made pursuant to this agreement. I herby expressly waive my rights to request any charge back against **Wombo Inc.** now, and in the future. In the event I do attempt a charge back to my credit card, then in the event of a lawsuit being filed by **Wombo Inc.** relation there to, the prevailing party shall be entitled to recover all related attorneys' fees and cost

Cardholder Name, Address, and Phone Number

Print Name

Authorized

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

THE 2015 - SACRAMENTO LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

Click Here to Order Online

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

Discount Price Deadline Date: Saturday, October 3rd, 2015
Orders Accepted Until: Monday, October 12th, 2015

Lead Retrieval Order Information

Company Name: _____ Booth Number _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Send Data Access Username and Password to:

Name: _____ Phone: _____ Email: _____

Email confirmation including rental agreement and credit card receipt will be sent to the orderers email address within (1) one business day of submitting this form.
If order is not confirmed within this time period, please call (800) 955-5171.

Save

	Discount Available Until 10/3/15	Qty	Total
SWIFTIUM BUNDLED PACKAGE (Android/Handheld) Includes: (1) Swiftium Handheld Unit, Custom Qualifiers, Instant Email Blast, (1) Bluetooth Printer, Delivery, Setup and Training	$495	_____	$_____

LEAD CAPTURE A LA CARTE PRODUCTS & ACCESSORIES

	Discount Available until 10/3/15	Orders Accepted Until 10/12/15	Qty	Total
LeadValu Lead Retrieval Software (For those using their own hardware.)	$250	$275	_____	$_____
Additional Software Licenses* (For Those using their own hardware.) Not a standalone item. Must be ordered with original License. License is non-transferrable.	$150	$150	_____	$_____
iPad® w/ LeadValue Software	$375	$425	_____	$_____
iPad® Strap (For use with iPad® only.)	$20	$25	_____	$_____
Swiftium Lead Capture Device (Android/Handheld)	$275	$305	_____	$_____
Bluetooth Printer (For use with Swiftium only.)	$65	$85	_____	$_____
Additional Rolls of Printer Paper	$9	$19	_____	$_____
Instant Email Blast(For use with Swiftium only.)	$95	Not Available	_____	$_____
Custom Qualifiers/Questions	$75	Not Available	_____	$_____
SmartSource Developer's Kit (For those using their own Lead Retrieval system.)	$250	$395	_____	$_____
Booth Delivery & Setup (A representative must be present in your booth for delivery to take place.)	$75	$95	☐	$_____

If delivery is ordered, you must be present at the date/time specified or we cannot guarantee delivery. Forfeited deliveries will not be refunded and must be picked up from the service desk.

Delivery Date/Time: _____
2 hour window required.

Service Desk Pickup
Unless "Booth Delivery & Setup" is selected, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour.

No refunds made to any order cancelled within 7 days of show start. Prices are subject to change without notice. Drayage and union fees are not included. All rentals include 24/7 service and support at 800.476.9959.

PLEASE NOTE: LeadValu runs on iOS 6, 7, or 8. The following devices are supported: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad (3rd generation or later). Android versions: Lollipop 5.0 and KitKat 4.4 – The device must have a rear facing camera of 5 megapixels or greater (cannot have a fixed-focus camera).

LASTR Tax 8%: $_____

Total: $_____

Credit Card Payment Information

Card Number: _____

Expiration Date: _____ Code: _____

Cardholder Name: _____

☐ Same as above.

Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____
Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/ onsite additions.

Show Name: Sacramento Landscape | Show Venue: Sacramento CC | Show Code: LAND1015

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

THE 2015 - SACRAMENTO LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

Deadline Date: Saturday, October 3rd, 2015

Custom Qualifiers/Question Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Custom Qualifiers/Question Order Instruction and Detail

Please list your custom qualifiers below. Your list of custom qualifiers will be pre-programmed onto your scanner prior to pickup/delivery of your device(s) at the show.

The Following Characters May Not Be Entered As Part Of The Qualifiers:
Apostrophes ('), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes (")

Maximum of 30 characters per code.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

The following is a list of the standard qualifiers that are included with your Lead Retrieval Device.

- Specific Product/Service Need
- Plan to Purchase Within Year
- Long Term Plan to Purchase
- Budget in Place
- Decision Maker
- Project Manager
- Influences Decision
- Provide Product/Service Info
- Follow-up Email/Phone
- Setup Post-show Conference Call
- Setup Post-show Web Demo
- Setup Post-show Meeting

Show Name: Sacramento Landscape Expo | Show Venue: Sacramento CC | Show Code: LAND1015

SmartSource
COMPUTER & AUDIO VISUAL RENTALS

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

THE 2015 - SACRAMENTO LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

Deadline Date: Saturday, October 3rd, 2015

Instant Email Blast Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Instant Email Blast Order Instruction and Detail

SmartSource Rentals' lead retrieval systems offer the ability to generate customized emails. These emails are automatically sent to attendees upon scanning a barcoded badge containing a valid email address.

Please complete the information below. Maximum of 560 characters per email.

Email Address of Sender: _____
Ex. Noreply@smartsourcerentals.com

Subject Line of Email: _____
Maximum of 25 characters, including spaces.

Would you like to include a 1-page PDF document with this email?

☐ No

☐ Yes If yes, name of PDF document: _____
Please email this PDF document along with this form.

Email Message: *Maximum of 560 characters, including spaces.*

Show Name: Sacramento Landscape Expo | Show Venue: Sacramento CC | Show Code: LAND1015

service contractors--conventions & expositions
STL, Ltd. ◆ 950 RICHARDS BLVD ◆ SACRAMENTO, CA 95811 ◆ (916) 447-5000 ◆ FAX (916) 447-1133 ◆ expo@stlltd.com

DO NOT WRITE IN THIS SPACE
FOR OFFICE USE ONLY

Electrical Order Form

120 VOLT ELECTRICAL OUTLETS

QTY	POWER REQUIRED	Discount Price	Regular Price	AMT
	Duplex Outlet up to 500 watts or 5 amps	$122.50	$153.00	
	Duplex Outlet up to 1000 watts or 10 amps	$168.75	$211.00	
	Duplex Outlet up to 1500 watts or 15 amps	$218.75	$273.50	
	Duplex Outlet up to 2000 watts or 20 amps	$256.25	$320.50	

Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R

Distribute Electrical Under Carpet? ☐ YES ☐ NO
(Include distribution diagram with your order, labor charge applies)

IF YOU NEED DISTRIBUTION UNDER YOUR CARPET, YOU MAY BRING YOUR OWN EXTENSION CORDS OR RENT THEM HERE. LABOR IS ADDITIONAL.

LIGHTING

QTY	ITEM DESCRIPTION	Discount Price	Regular Price	AMT
	150 watt floodlight on stanchion*	$80.00	$100.00	
	Double 150w floodlight on stanchion*	$110.00	$137.50	
	500 watt hanging floodlight**	$165.00	$205.00	
	1000 watt hanging floodlight**	$200.00	$250.00	

Above prices include power and installation.

*** In-line booths only**
****Not available in some locations. additional rigging charges apply**

MATERIALS

	25' Edison extension cord	$15.00	$20.00	
	Power strip	$30.00	$40.00	

The following service includes a panel with a circuit breaker disconnect or fuse disconnect and will require labor & materials for final connection to exhibitor's equipment.

POWER & MOTOR ELECTRICAL SERVICE

QTY	SERVICE	208v / 1Ø DISC PRICE	208v / 1Ø REG PRICE	208v / 3Ø DISC PRICE	208v / 3Ø REG PRICE	AMOUNT
	10 amps or ½ H.P.	☐ $206.25	☐ $258.00	☐ $262.50	☐ $328.00	
	20 amps or 2 H.P.	☐ $318.75	☐ $398.50	☐ $400.00	☐ $500.00	
	30 amps or 3 H.P.	☐ $375.00	☐ $468.75	☐ $468.75	☐ $586.00	
	amps (see below)	☐	☐	☐	☐	

Service over 30 amps is available by quote only, *please call our office for pricing.*

✓ Remember to return an outlet location plan if you require special distribution.

Double electric rates for outlets requiring 24-hour service.

ELECTRICAL LABOR RATES

Standard / Ground Labor	Labor with Personnel Lift
$70.00/hr. ST	$235.00/hr. ST
$105.00/hr. OT	$352.50/hr. OT

PAYMENT POLICY

To obtain the discount price we must receive your order, with payment, by October 7.

Electrical Service $ _____

Standard Labor $ _____

Labor with Lift (where required) $ _____

Materials (if required) $ _____

ORDER TOTAL $ _____

NOTE: ALL PRICES INCLUDE POWER USAGE AND SURCHARGE PAID TO THE FACILITIES

EXHIBITOR _____ **SHOW** Landscape Expo **BOOTH#** _____

ADDRESS _____

CITY, STATE & ZIP _____

PHONE _____ **E-MAIL** _____

CONTACT NAME _____ **ORDER DATE** _____

CANCELLATION CHARGE: ITEMS ORDERED AND INSTALLED ARE SUBJECT TO A 100% CANCELLATION CHARGE.

Electrical Conditions and Regulations

1. **Advance orders must be received, *with payment,* by October 7 to qualify for the discount price.**

2. ***The charge for outlets will be made on the basis of maximum wattage in use at the time of inspection.***

3. **The charge for 24 hour service is double the normal rate.**

4. **The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.**

5. **Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by STL, Ltd.**

6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc. We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's equipment.

7. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.

8. The use of open clip sockets, latex or lamp cord wire is prohibited.

9. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.

10. All material and equipment furnished by STL, Ltd. for this service order shall remain the property of STL, Ltd. and shall be removed only by STL, Ltd. at the close of the show.

11. All exhibitors' cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All power and motor outlets over 3 HP or 20 amps, must have magnetic starters and disconnecting switch furnished by the exhibitor. Local ordinances prohibit more than two (2) connections per outlet box.

12. We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's equipment.

13. **All outlets will be installed on the floor near the center backwall of the booth.**

14. **Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus materials basis.**

15. **Island and peninsula space exhibitors should provide diagrams indicating location of outlets. Labor charges may apply to these booths.**

16. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.

17. Credit will **NOT** be given for outlets or lights installed and not used.

18. Unauthorized use of power not paid for will result in shut-down of electrical service.

19. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.

service contractors--conventions & expositions

STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95811
(916) 447-5000
FAX (916) 447-1133
expo@stlltd.com

OUTLET LOCATION PLAN

For island or peninsula booths – In line booths need only return this form if you require special distribution

Exhibitor Name: _____ Show Name: The Landscape Expo

Contact: _____ Booth Number: _____

Phone Number: _____ Fax Number: _____ Email: _____

To ensure that your electrical outlets are placed properly please use the table below to indicate where power should be installed. Remember to indicate the scale of the grid (e.g. one square = 2 feet), and the dimensions of your booth space. Mark outlet locations in watts or amps and be sure this corresponds with the requirements on your Electrical order form. **Distribution is charged on a time and material basis.**

Scale: _____ Booth dimensions: _____

Adjacent booth number or landmark _____

Adjacent booth number or landmark _____

service contractors ◆ conventions & expositions

STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95811
(916) 447-5000 FAX (916) 447-1133
expo@stlltd.com

PAYMENT POLICY

(For Electrical Service Only)

THIS FORM MUST BE COMPLETED

Event Name: **The Landscape Expo** **Booth Number(s)**:_____

Exhibiting Company Name:_____ Telephone: _____

Exhibitor Address:_____ Email: _____

City/State/Zip:_____

PAYMENT TERMS

Full payment must accompany all orders. In order to obtain discount prices we must receive your order, *with payment,* no later than October 7. For your convenience we accept cash, check, Visa, MasterCard, or American Express. Purchase orders are not considered payment. A completed credit card authorization must be submitted with your orders. This authorization will be used to cover any charges, which may include labor and material handling, not included with your initial payment. ***NOTE: A $25.00 fee will be charged for declined credit cards and returned checks.***

THIRD PARTY BILLING

If your company contracts work to a display house, and requires services from STL, Ltd., the above terms will apply. Each exhibiting company is ultimately responsible for any charges incurred on its behalf. In the event that your display house does not remit payment to STL, charges will become the responsibility of the exhibiting company.

ELECTRONIC SIGNATURE

Completion and electronic submission of this form represents an acceptance of the following policy. Any and all charges incurred on behalf of the exhibiting company will be applied to the credit card provided below. It is understood that the electronic signature and email time and date stamp will stand in place of a physical signature on all forms.

ADJUSTMENTS

Adjustments to your charges will not be made after the show closes. Any questions or concerns regarding items or services ordered must be reported to the show-site service desk. Some items are subject to cancellation fees; refer to each order form for more information.

CREDIT CARD CHARGE AUTHORIZATION

Charge to: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Account #: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Exp. Date:**_____

Customer Code #: ☐☐☐☐ *(The 3 digit code is located on the back of Visa and MasterCard)*
(The 4 digit code is located on the front of American Express cards)

Cardholder's Name (Please Print):_____

Cardholder's Address:_____ Cardholder's Phone # _____

City/State/Zip:_____ Email: _____

Cardholder's Signature*:_____

This form must be signed here in order to process payment to your card.

FOR OFFICE USE ONLY – DO NOT WRITE HERE					
DATE:	**AMOUNT**	**DATE:**	**AMOUNT**	**DATE:**	**AMOUNT**
Electrical – 213		Electrical – 213		Electrical – 213	
Elec Labor – 214		Elec Labor – 214		Elec Labor – 214	
TOTAL		**TOTAL**		**TOTAL**	

THE 2015 - SACRAMENTO LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

INTERSTATE 5

N

RV

LOT 297

P

M

7th Street

8th Street

9th Street

10th Street

11th Street

12th Street

13th Street

14th Street

15th Street

16th Street

17th Street

H Street

RV

M

P

LOT 293

I Street

City Hall

M

CITY HALL GARAGE

M

P

LOT D

M

RV

P

MEMORIAL GARAGE

P

M

Cesar Chavez Park

Memorial Auditorium

J Street

M

ace parking

Sheraton Grand Hotel

Main Entrance J Street

Loading Dock K Street

Sacramento Convention Center

Waterfront

K Street

CAPITOL GARAGE

P

M

L Street

Capitol Mall

State Capitol

N Street

O Street

PARKING LOT

PARKING GARAGE

ENTRANCE

RV RV PARKING

M MOTORCYCLE PARKING